



MIAMIBEACH

THE CITY OF MIAMI BEACH IS AN EQUAL OPPORTUNITY/DRUG FREE EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF AGE, CITIZENSHIP*, PENDING CITIZENSHIP STATUS, COLOR, DISABILITY*, MARITAL STATUS, NATIONAL ORIGIN, RACE, RELIGION, GENDER OR SEXUAL ORIENTATION.

*You must be a U.S. Citizen or Alien lawfully authorized to work in the U.S. The City of Miami Beach shall provide reasonable accommodations, due to any disability, for all applicants and employees. Please let us know as soon as possible if you require any special accommodations at the test(s) and/or interview.

HOW TO APPLY

APPLICATIONS: Applications are accepted IN PERSON Monday – Thursday, 8:30 a.m. – 5:00 p.m., excluding public holidays, at: Human Resources and Risk Management Department, City Hall, 3rd Floor, 1700 Convention Center Drive, Miami Beach, FL 33139. Applications must be received by the Human Resources and Risk Management Department by the closing date and time stated on the job announcement. ALL APPLICATIONS ARE PUBLIC RECORD. Some positions allow applications to be accepted by mail or e-mail. Applicants for all positions must follow the instructions on each job announcement regarding how to apply which may include mailing or e-mailing applications and supporting documentation. Resumes will be accepted if submitted with a completed application only.

BACKGROUND INVESTIGATION: All selected applicants must complete a background investigation which may include criminal history, civil litigation history, driver's license and record, credit history, psychological, CVSA, college transcripts, fingerprints, and sexual predator check dependent upon position. For most disqualifications due to the background process, you are allowed to re-apply after 12 months from the date of your disqualification.

EXPERIENCE: Required experience must have been within the past ten years.

DRIVER'S LICENSE: If a driver's license is required, applicants must obtain the appropriate Florida license prior to appointment and maintain an acceptable driving record without any restrictions affecting job performance unless otherwise stated in the job announcement.

VETERANS' PREFERENCE: Preference will be granted to Veterans and spouses of Veterans as prescribed by Florida Statute 295. Those claiming this preference must submit documentation of eligibility for preference such as a DD-214, or equivalent V.A. certification from the armed forces (Army, Navy, Air Force, Marine Corps. and/or Coast Guard) of the United States. Such documents must list military status, dates of active service, and discharge type (must be under honorable conditions). In addition to the above documents, those claiming disabled Veterans' Preference must also provide a letter dated within the past year from the DD, VA, or DVA certifying existence and percentage of the service-connected disability. To receive preference, Veterans must claim Veterans' Preference at the time of application and must present the required documents by the closing date and time stated on the job announcement. You must provide required original documentation or notarized copy of documentation with notary certifying that copy is an exact replica of the original, including:

- 1) Veterans, disabled veterans, and spouses of a disabled veteran shall furnish DD-214, military discharge papers, or equivalent V.A. certification, listing:
 - a) Military status,
 - b) Dates of service, AND
 - c) Discharge type (must be under honorable conditions).
- 2) Disabled veterans shall also provide Department of Defense, V.A., or Division of Veterans' Affairs Document (dated within past year) certifying a service-connected disability indicating the percent of disability.
- 3) Spouses of a totally and permanently disabled veteran shall also provide:
 - a) Evidence of marriage,
 - b) Statement that spouse is still married to the veteran,
 - c) Proof that the veteran cannot qualify for employment due to service connected disability, AND
 - d) Either:
 - (1) Department of Defense or V.A. certification of total and permanent disability OR
 - (2) Division of Veterans' Affairs ID card indicating same.

We are committed to providing excellent public service and safety to all who live, work, and play in our vibrant, tropical, historic community.

- 4) Spouses of a person missing, captured, or detained on active duty shall furnish:
 - a) Evidence of marriage,
 - b) Statement that spouse is still married to such person, AND
 - c) Department of Defense or V.A. document certifying that the person on active duty is missing in action or captured or forcibly detained in line of duty by a foreign government or power.
- 5) An unremarried widow/widower of a deceased veteran shall furnish:
 - a) Evidence of marriage,
 - b) Statement that the spouse is not remarried, AND
 - c) Department of Defense or V.A. document certifying the service-connected death.

EDUCATION DOCUMENTATION: Proof of meeting education, certifications, licenses, and other requirements must be submitted to the Human Resources and Risk Management Department prior to the closing date and time of application acceptance. New documents must be attached with each application submitted. Submit official English translation and equivalency with all foreign language documents.

EVALUATIONS AND HIRING PROCESSES

APPLICATION EVALUATION: Initial evaluation will be based on the information provided on the application. In order to be considered eligible, the application must document that the applicant meets the minimum requirements as stated on the job announcement and in the job description.

EXAMS, RESULTS, AND ELIGIBILITY LISTS: Applicants must attain a minimum qualifying score on the exam in order to be placed on the eligibility list for one year for most positions, however some positions have a two year eligibility list as indicated on the job announcement. Participants will be notified of their examination results.

REFERRALS: As positions become available during the year, you may be contacted by the hiring department for an interview.

MEDICAL EXAMINATION: Selected applicants must be physically able to meet job-related requirements based on a pre-employment, job-related physical examination as scheduled by the City. Medical examination will include urinalysis for illegal drugs, controlled substances, and/or their metabolites. No persons will be denied employment solely on the basis of their disability and the City will make every reasonable effort to accommodate such disabilities in the work setting.

STARTING SALARY: Applicants are normally hired at the entry level dollar amount of the salary range.

PROBATIONARY PERIOD: The probationary period is normally 6 months for most positions (some probationary periods may be longer).

PAY: Employees are paid by check or direct deposit every two weeks. Pay increases are granted on a merit basis within the pay range established for each classification. Standard payroll deductions are made during the probationary period. For Unclassified employees pension deductions commence immediately. For Classified employees, pension deductions commence after Regular status is attained.

ADDITIONAL BENEFITS: Employees are eligible for deferred compensation program, employee credit union, and promotional opportunities. In addition, employees have 14 paid holidays, and annually accrue 12 days vacation, and 12 days sick leave. Vacation and sick leave begin to accrue immediately, but cannot be used during the probationary period. Employees may also be eligible for tuition assistance. Benefits are further explained in the benefit summary and at the time of hire.

Above conditions apply unless otherwise negotiated or stated in the job announcement.

Office:(305)673-7524 Job Hotline:(305) 673-7777 TDD:(305)673-7213 www.miamibeachfl.gov